



CITY OF ATLANTA

SUITE 1900

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6204 Fax: (404) 658-7705

Internet Home Page: www.atlantaga.gov

Keisha Lance Bottoms
Mayor

DEPARTMENT OF PROCUREMENT
David L. Wilson II
Chief Procurement Officer

December 5, 2018

ATTENTION INTERESTED BIDDERS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement ("DOP"), an Invitation to Bid for **FC-10670, Heating and Air Conditioning Services**. The City, on behalf of the Department of Enterprise Asset Management ("DEAM") seeks Bids from qualified bidders to provide heating ventilation and air conditioning maintenance, installation and repairs in City owned facilities.

A **Pre-Bid Conference** will be held on **Thursday, December 20, 2018 at 11:00 A.M. EST**, at Committee Room No. 2, City Hall South 55 Trinity Avenue, SW, Atlanta, Georgia 30303. The purpose of the Pre-Bid Conference is to provide Bidders with detailed information regarding the project and to address questions and concerns. There will be representatives from the Department of Enterprise Asset Management, the Office of Contract Compliance, Ethics Office, and Risk Management. Attendance at the Pre-Bid Conference is strongly encouraged for each Bidder desiring to submit a Bid.

Bidders will be allowed to submit questions in writing and to ask questions during the Pre-Bid Conference. However, please note that oral answers to questions during the Pre-Bid Conference are not authoritative. Authoritative responses to all written questions will be published and made available to all Bidders in the form of an addendum. The deadline to submit questions in writing is **Monday, December 31, 2018 at 12:00 P.M. EST**.

Your response to this **Invitation to Bid ("ITB")** must be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, **no later than 2:00 P.M. EST, Thursday, January 17, 2019.**

****ABSOLUTELY NO BIDSS WILL BE ACCEPTED AFTER 2:00 P.M. EST****

Bids will be publicly opened and read at 2:01 p.m. EDT on the respective due date in Suite 1900 (1st Floor), 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

Bidders may submit their Contractor Affidavit Forms for review via the City's IIREA Preview Participation Program, to iireapreview@atlantaga.gov not less than ten (10) days prior to the Bids due date of Thursday, November 29, 2018 at 2:00 PM, EST. The IIREA Preview Participation Form is set forth in Appendix C, included in the solicitation document.

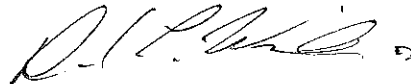
You are required to email your business name, contact person, address, phone number, fax number, email address, and the project number to Art Smalls, Contracting Officer, at asmalls@atlantaga.gov to be placed on the Plan Holders List. Failure to do so may prevent you from receiving any addenda that are issued.

The solicitation document may be obtained from the Department of Procurement Plan Room, 55 Trinity Avenue, S.W., Suite 1900 (1st Floor), City Hall South, Atlanta, Georgia 30303, at a cost of \$75.00 per package, between the hours of 8:15 a.m. ET and 5:00 p.m. ET, Monday through Friday. All purchased solicitation documents include a scope of work booklet.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all Bids when it is for good cause and in its best interest.

Thank you for your interest in doing business with the City.

Sincerely,



David L. Wilson II

DLW/as